

TITLE: Budget Analyst II

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DEPARTMENT: Office of the City ManagerREPORTS TO: Budget Division ManagerSUPERVISES: May provide lead work direction to Budget Analyst IDEFINITION:

Performs complex budgetary and financial analyses to support the City's financial goals and operations. Conducts special research projects as assigned.

DISTINGUISHING CHARACTERISTICS

The Budget Analyst II classification is distinguished from the Budget Analyst I classification by responsibility for performing the most complex budget development and financial analysis duties and by accountability to decision makers on the analysis and research required.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Coordinates the budget process for City departments resulting in a complete City budget. Initializes budget system, meets with department staff to create budgets, develops related reports, and creates the interim budget document.

Provides technical assistance to departments regarding the budget process, procedures, and computer programs. Develops the budget manual including budget assumptions, ceilings, procedures, and reference materials.

Analyzes division budgets and summarizes for City management; creates or verifies budget data for all funds. Develops reports and assembles into new budget formats; distributes to appropriate staff.

Attends Budget Committee meetings as required and makes appropriate changes. Creates the final budget document and participates in presentation to Council for approval.

Develops and maintains appropriate computer programs and analytical procedures for use in the preparation of the budget and financial studies, comparisons, and other analyses.

Compiles and analyzes operating, financial, and economic data in support of budget and financial reporting requirements. Prepares complex reports and summaries requiring detailed research, analysis, and independent judgement. Presents reports and documents to appropriate management groups.

Conducts special projects as assigned including surveys, studies, and complex financial analysis. Works with other City departments, and government and non-government agencies to gather information or to complete a project.

Monitors federal, state, and local laws and legislation for compliance and to determine impact upon assigned activities. Develops recommendations for changes in procedures to ensure compliance with laws and regulations.

Develops and maintains systems and records that provide for the proper evaluation, control, and documentation of assigned functions.

OTHER JOB FUNCTIONS

May provide assistance to departments regarding measurement tools and benchmarking surveys.

Provides general financial information to other City departments within scope of authority.

Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment but may also require travel to meetings.

QUALIFICATIONS:

Knowledge of:

- Governmental budget and accounting practices and procedures.
- Oregon budget law and other legal requirements and regulations applicable to assigned duties.
- Research methods and procedures.
- City policies and procedures regarding budget and financial functions.

Ability to:

- Conduct in-depth financial and policy analysis and research and prepare detailed reports.
- Coordinate assigned portions of the budget development process.
- Maintain complex specialized records and prepare narrative and related reports.
- Use advanced skills for creating Excel spreadsheets.
- Interpret and apply department/division information in making work decisions or in providing information to others.
- Understand and utilize complex data processing systems.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Bachelor's degree in finance, accounting, or related field and three years of professional municipal accounting, budgeting, or financial management experience.

Licenses, Certificates, and Other Requirements

Valid driver's license.

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